

U.S. Department of Energy  
Washington, D.C.

ORDER

DOE 1324.5b

1-12-95

SUBJECT: RECORDS-MANAGEMENT PROGRAM

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1. PURPOSE. To establish the Department of Energy records management policy and program for managing records.
  2. CANCELLATION. DOE 1324. 2A, RECORDS DISPOSITION, of 9-13-88; DOE 1324. 3, FILES MANAGEMENT, of 3-2-81; DOE 1324. 4A, MICROGRAPHICS MANAGEMENT, of 5-18-92; DOE 1324. 5A, RECORDS MANAGEMENT PROGRAM, of 4-30-92; DOE 1324. 6, AUTOMATED OFFICE ELECTRONIC RECORDKEEPING, of 7-8-87; and DOE 1324. 8, RIGHTS AND INTERESTS RECORDS PROTECTION PROGRAM, of 10-23-91.
  3. APPLICABILITY
    - a. Departmental Elements. The provisions of the Order are to be applied to all Department of Energy Elements
    - b. Management and Operating Contractors. The provisions of the Order are to be applied to all management and operating contracts and subcontracts thereunder involving performance on-site at a DOE-owned or DOE-leased facility and containing either the clause, "Safety and Health (Government-Owned or Leased Facility)" [DEAR 970.5204-2], or another provision asserting the Department of Energy authority to enforce occupational safety and health protection requirements
    - c. Director, Naval Nuclear Propulsion Program. will, in accordance with the responsibilities and authorities assigned by Executive Order 12344 (statutorily prescribed by 42 United States Code 7158, note) and to ensure consistency throughout the joint Navy/Department of Energy organization of Naval Nuclear Propulsion Program, implement and oversee all policy and practices pertaining to this Department of Energy Order for activities under the Director's cognizance.
  4. REFERENCES AND DEFINITIONS. See Attachment 1
  5. COVERAGE. This Order applies to all records including those created, received, and maintained by contractors pursuant to their contracts.
  6. AUTHORITY. This Order Implements Public Laws codified in Title 44 United States Code Chapter 21, "National Archives and Records Administration; Chapter 29, Records Management by the Archivist of the United States and by

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DISTRIBUTION:  
All Departmental Elements

INITIATED BY:  
Office of Human Resources  
and Administration

the Administrator of General Services; Chapter 31, Records Management by Federal Agencies; and Chapter 33, Disposal of Records." Also, this Order implements the regulations issued by National Archives and Records Administration in Title 36 Code of Federal Regulations Chapter XII, Subchapter B, Records Management. Further, this Order implements the regulations issued by the Administrator of General Services in Title 41 Code of Federal Regulations Chapter 201, Subpart 201-9.1, Agency Programs.

7. POLICY AND OBJECTIVES.

- a. The Department of Energy will implement a cost-effective Departmentwide records management program that provides for adequate and proper documentation, records disposition, and economy and efficiency. This is in compliance with the National Archives and Records Administration Act of 1984, amended (Title 44 United States Code Chapter citations are provided in paragraph 6). As required by the Act, the Department will comply with the implementing regulations issued by the National Archives and Records Administration and the General Services Administration. The National Archives and Records Administration's regulations are codified in 36 Code of Federal Regulations, Chapter XII, Subchapter B, Records Management, and the General Services Administration's regulations are codified in 41 Code of Federal Regulations, Chapter 201 Subchapters A and B.
- b. The Department of Energy will ensure that contracts require implementing a records management program that complies with the above cited law and regulations

8. REQUIREMENTS.

- a. Deputy Assistant Secretary for Information Management, through the Departmental Records Officer, will:
  - (1) Develop and coordinate the implementation of Departmental policies, procedures, and practices related to the requirements of this Order and
  - (2) Implement an oversight process of Department of Energy Operations Offices, Field Offices, and offices and sites not reporting directly through an Operations or Field Office to assess the sustained effectiveness of the records management program

\* Verticle line denotes change.

- b. Managers of Department of Energy Operations Offices, Field Offices, or the Deputy Assistant Secretary for Information Management (for sites not reporting through a Department of Energy Operations Office) will ensure:
  - (1) That each Department of Energy element and contractor facility under their cognizance establishes, implements, and sustains a records management program in (accordance with the requirements of all Federal law, Code of Federal Regulations, DOE directives, DOE guidelines, and Departmentally established or accepted referenced standards; and
  - (2) That, through the contracting officer all appropriate contractors comply with these requirements.
- c. Heads of all Field Elements and the Deputy Assistant Secretary for Information Management shall:
  - (1) Develop and implement a records management program consistent with the requirements of Federal law, Code of Federal Regulations, DOE directives, DOE guidelines, and Departmentally established or accepted referenced standards
  - (2) Ensure that all records management program requirements are kept current and available for review.
- d. Chief Historian will:
  - (1) Determine that records of historic value have been scheduled for permanent retention by reviewing for Headquarters only all Records Transfer Forms (HQF 1324.8), and other forms used for the transfer of records from office space to low-cost storage;
  - (2) Recommend to Headquarters and field organization officials that records of historical value be scheduled for permanent retention;
  - (3) Accept custody of records of historical value no longer requiring retention by the originating office, and service all requests for access to these records until they are offered to the National Archives

\* Vertical line denotes change

- (4) Provide advice concerning appropriate disposition of personal papers; and
- (5) Assist Headquarters and field organizations in determining the historical value of records

9. **RESPONSIBILITIES.**

- a. Deputy Assistant Secretary for Information Management, as the Chief Information Officer and through the Departmental Records Officer, will:
  - (1) Provide the overall leadership and management of the Department of Energy's records management-related activities as required by Federal law, Code of Federal Regulations, DOE directives, DOE guidelines and Departmentally established or accepted referenced standards
  - (2) Serve as the Departmental point of contact on records management and related matters; and
  - (3) Ensure Departmental policies and procedures regarding adequate and proper documentation, approved records disposition, and economy and efficiency in the execution of the records management program.
- c. Managers of Operations Offices, Directors of Field Offices, or the Deputy Assistant Secretary for information Management, as appropriate, will ensure that each Department of Energy element and contractor facility under their cognizance establishes, implements, and sustains a records management program in accordance with the requirements of all Federal law, Code of Federal Regulations, DOE directives, DOE guidelines, and Departmentally established or accepted referenced standards

BY ORDER OF THE SECRETARY OF ENERGY

ARCHER L. DURHAM  
Assistant Secretary for  
Human Resources and Administration

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